

Confirmation Receipt

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Confirmation of Receipt for Police Report

Dear [Recipient Name],

This letter serves to confirm the receipt of your police report submitted on [Submission Date].
The details of the report are as follows:

- Report Number: [Report Number]
- Date of Incident: [Date of Incident]
- Type of Incident: [Type of Incident]
- Reporting Officer: [Officer Name]

Please retain this letter for your records. If you have any questions or require further assistance, feel free to contact us at [Contact Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Department Contact Information]